



# State Of Montana

## Department of

### Agriculture

### Agency IT Plan

***FOR FY2010 - FY2015 IT PLAN UPDATE***

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Should you have any questions or comments regarding this template, or desire additional copies, please contact:

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**INFORMATION TECHNOLOGY SERVICES DIVISION**

Dick Clark, CIO  
Warren Dupuis, CIO Support Officer

January 7, 2010

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## EXECUTIVE SUMMARY

### Executive Summary – 2010 IT Strategic Plan

Agriculture is the financial engine that drives Montana's economy, bringing in more than \$2.5 billion in annual receipts plus other benefits to rural communities and our state. One in five Montana workers is employed in agriculture or a related field. All Montanans consume agricultural products.

As a longtime student of economics and change in agriculture, my primary objective as director of the Montana Department of Agriculture is to work with family farmers and ranchers, entrepreneurs, and agriculture-related industries to take advantage of the technological opportunities available to improve the way they do business. We intend to make more of our services available online, and to continue to develop forward-thinking, innovative ways to deliver efficient and effective services to our Montana producers and consumers.

Internet programs are planned that will provide:

- Online grant management;
- Dynamic web displays for feed, produce, and seed licenses and feed product registration;
- Web-based submission of biennial Noxious Weed Report data and of Pesticide Usage and Sales reports;
- Online state registration of pesticide products, pet food products, fertilizers, and apiaries.

We are excited about tackling the challenges of implementing these technology initiatives which will allow us to better serve the agricultural community and the citizens of Montana.

Respectfully submitted,

Ron de Yong, Director

## SECTION 1: AGENCY CONTACT INFORMATION

### *Agency Name:*

### *Role: Plan Owner*

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### *Role: IT Contact*

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## SECTION 2: AGENCY IT MISSION

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### 2.1 Agency IT Mission Statement

The mission of the Montana Department of Agriculture's Information Technology (IT) services is to support department operations by ensuring business process IT needs are met and are secure.

## SECTION 3: AGENCY SECURITY PROGRAM

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### 3.1 Security Program

The Montana Department of Agriculture has developed and maintains written internal policies and procedures to ensure the security of agency data. We have implemented cost-effective safeguards to reduce, eliminate, or recover from identified threats to data. These safeguards include password protected databases, removal of unnecessary personal identifiers, limited physical access to computing assets, fully encrypted backups and offsite storage of backup data that supports critical business functions. Department information technology support staff provides ongoing review of existing IT security processes and plan to implement security measures in accordance with enterprise policy.

## SECTION 4: AGENCY IT PLAN – GOALS & OBJECTIVES

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### 4.1 Goals

#### *Goal Number 1:*

**ITG 1** Continue to utilize information technology (IT) to appropriately assist the business processes.

Description: Expand the use of shared resources including personnel, information, expertise and data.

Benefits: Share IT resources to achieve economies of scale

Which state strategic goal(s) and/or objective(s) does your goal address?

**Goal(s):**

- 1. Involve Communities of Interest with common and/or related business objectives in Information Technology strategic planning.**
  - a. Government Services**
- 2. Implement common business applications and shared services across governmental units.**

#### **Supporting Objective/Action**

**ITO 1-1** Validate ITSD Hosted applications prior to and after ITSD moves to new Data Center

Supports Business Requirement: Continuity of Business

Benefits: Agency data and applications are verified to be functioning after ITSD migrates data systems to new facility

Risks: The migration

Timeframe for completion: Totally dependent on ITSD Data Center project

Measures: Successful connection and data transactions with every ITSD hosted database and application.

#### **Supporting Objective/Action**

**ITO 1-2** Collaborate with other agencies to implement web based Grant Management System

Supports Business Requirement: Manage the Montana Noxious Weed Trust Fund, US Forest Service Fire Grant funds and other weed funds, Growth Thru Ag grant and loan program.

Strengthen and diversify Montana's agricultural industry through private-public partnerships that assist in the development of new agricultural products and processes.

Benefits: Enhance the capability for the Noxious Weed and Growth Through Agriculture programs to provide funding for weed management efforts throughout the state. Collaborating with other agencies should provide for economies of scale for all participants.

Risks: Inability to convince other agencies to partner in the effort will put the cost of a quality system beyond the reach of Dept of Agriculture. Timeframe for implementation may be delayed if other agencies or ITSD do not collaborate in acquisition.



Timeframe for completion: FY 2011

Measures: Successfully enter and update weed management and GTA grant applications.

### Supporting Objective/Action

**ITO 1-3** Implement web Content Management System for Department website

Supports Business Requirement: To assist in managing more than 30 programs, from marketing and business enhancement to licensing and regulating various activities to protect agricultural producers, consumers and the environment. Share technology resource with other agencies (FWP uses OpenCMS).

Benefits: Provide current and up-to-date information for Agriculture customers. Reduce effort in publishing updated information on the Department's web site. FWP has already implemented this OpenCMS so there are available resources to share knowledge.

Risk: Amount of effort to convert existing web pages into CMS configured structures may require additional administrative support or Intern. IT Staff turnover would adversely affect the ability to complete this project.

Timeframe for completion: Initial web pages implemented January 31, 2011

Measures: Produce updated web-site (Initial web pages ) from data entered into content management system

### Supporting Objective/Action

**ITO 1-4** Replace Network File Server

Supports Business Requirement: Supports all agency business goals and objectives

Benefits: Eliminate downtime, implementing best IT practices in relation to no single point of failure on the Agency data infrastructure.

Risk: Not replacing old equipment jeopardizes continuity of service.

Timeframe for completion: FY 2015

Measures: Users successfully login and are able to access data volumes

## Goal Number 2:

**ITG 2** Focus on the Agency's Customers

Description: It is imperative the department continues to provide the agricultural industry with the services they need and want in an efficient and effective manner.

Benefits: Work to reduce the cost of duplicated effort and eliminate duplicated data and applications.

Which state strategic goal(s) and/or objective(s) does your goal address?

**Goal(s):**

1. **Involve Communities of Interest with common and/or related business objectives in Information Technology strategic planning.**
  - a. **Government Services**
2. **Implement common business applications and shared services across governmental units.**

### Supporting Objective/Action

**ITO 2-1** Implement GIS Web Service for Groundwater Monitoring data

## **STATE OF MONTANA**

Supports Business Requirement: The Ground Water Protection Program samples ground water and surface water across the state to determine the presence of pesticides and fertilizers.

Benefits: Automate access to the approved groundwater data without requiring staff to acquire the data for each request. Provides better more timely access to data via the internet.

Risk: Proof of concept already successful, no real risk other than locating provider to host production of web service

Timeframe for completion: FY 2011

Measures: 2 GIS web maps showing groundwater sample results delineated by County and one by Watershed. Data for the 2 web maps will be gathered directly from the Groundwater database.

### **Supporting Objective/Action**

**ITO 2-2** Create dynamic web displays for Feed Licenses, Produce Licenses and Seed Licenses and Feed product Registration.

Supports Business Requirement:

Protect the consumer by assuring that fertilizers are correctly and truthfully labeled, and by assuring that fertilizer products contain allowed ingredients, and products are effective when used as directed.

Benefits: Provide easier consumer access to agency data.

Risk: IT Staff turnover would adversely affect the ability to complete this project

Timeframe for completion: FY 2011

Measures: Internet facing search pages displaying licensed feed, produce and seed dealers and registered feed products.

### **Supporting Objective/Action**

**ITO 2-3** Implement Web Based Submission of Biennial Noxious Weed Report Data

Supports Business Requirement: Biennial performance report must be submitted to the state weed coordinator in the Montana Department of Agriculture for presentation to the state legislature.

Benefits: Provide a standardized method for reporting data, which reduces the amount of paper utilized in developing the report. Promote collaboration between county offices and state agencies by reducing and standardizing reporting of county weed control projects.

Risk: Project involves coordinating input from large number of stakeholders. Coordination of this large group may affect the timeline. IT Staff turnover would adversely affect the ability to complete this project

Timeframe for completion: FY 2012

Measures: Report generated using online data entered by weed districts, counties, reservations and state agencies.

### **Supporting Objective/Action**

**ITO 2-4** Expand eGovernment Licensing, Registration and Certification services

Supports Business Requirement:

Protect the consumer by assuring that commercial feeds are correctly and truthfully labeled, contain safe ingredients, and feeds meet nutritional standards.

Protect the consumer by assuring that fertilizers are correctly and truthfully labeled, and by assuring that fertilizer products contain allowed ingredients and products are effective when used as directed.

Provide good sound pesticide management in Montana by promoting safety; protecting agriculture, the

environment and human health; assuring that pesticides are available for agricultural production; ensuring compliance with the Montana Pesticides Act and the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA); ensuring pesticides are sold and used by trained, qualified license/certified persons by providing training, educational manuals and materials; and, protecting farm workers/handlers.

The department registers all apiary sites in the state.

Register annually, federally registered pesticide products for use in Montana and register products as needed for special local needs (Federal Insecticide Fungicide Rodenticide Act Section 24(c)) and emergency pest problems (FIFRA Section 18).

Register pet food products in a prompt and efficient manner.

Register fertilizers in a prompt and efficient manner.

Register apiaries in a prompt and efficient manner.

Risks: Expensive to implement, long implementation cycle, COTS application may not support all Licensing & Registration processes, IT Staff turnover would adversely affect the ability to complete this project

Timeframe for completion: FY 2010 start – FY 2013 completion

Measures: Registration of Pesticide products via the web.

### **Supporting Objective/Action**

**ITO 2-5** Web based 5 Year Pesticide Usage and Sales report

Supports Business Requirement: Montana Pesticide Act and Rules requires applicators and dealers to submit use and sales records every 5 years.

Benefits: Eliminate the current paper based reporting to allow submission of use and sales data via a web interface.

Risks: IT Staff turnover would adversely affect the ability to complete this project.

Timeframe for completion: FY 2015

Measures: 10% adoption rate of Pesticide Dealers and applicators submitting 5 year use and sales reports via the web interface.

## SECTION 5: IT INITIATIVES (FY2010 – FY 2015)

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### 5.1 IT Initiatives

**Title:** Grant Management System (ITO 1-2)

**Description:** Growth Through Agriculture, Noxious Weeds, and Trade Show Assistance grants would all use this system to manage application, application review, scoring and ongoing submittal processes. Estimated cost \$60,000. FY 2011

**EPP Number (if applicable):**

**Title:** Web Based Agricultural Product Registration (ITO 2-4) FY 2011

**Description:** Currently all products (Feed, Fertilizer, Pesticides) are registered with the department utilizing paper forms. All data entry is performed by the agency, which represents a duplication of effort and opportunities for data entry errors. This initiative would provide the registrant the option of registering their products or apiaries over the internet. Estimated cost \$120,000.

**EPP Number (if applicable):**

**Title:** Extend Web Based Agricultural Product Registration to include Licensing and Certifications (ITO 2-4) FY2012-2013

**Description:** Enhance the Product Registration project by including all Licensing and Certification activities (e.g. Pesticide Applicator Licensing, Organic Certification). Estimated cost to purchase \$280,000

**EPP Number (if applicable):**

**Initiative 4 - Title:** Extend Web Based Agricultural Product Registration to include Licensing and Certifications (ITO 2-4) FY 2014-2015

**Description:** Enhance the Product Registration project by including GIS and Wireless functions to permit onsite inspection data entry. Estimated cost to purchase \$120,000.

**EPP Number (if applicable):**

## SECTION 6: ENTERPRISE ALIGNMENT

### 6.1 State Strategic Plan for IT Alignment

Please indicate which Communities of Interest your agency plans to be involved in. Agencies are asked to select at least one, but can select as many as needed. Further planning work by the communities of interest will take place following submission of agency IT plans.

- ☒ Government Services
- ☐ Public Safety
- ☐ Human Resources
- ☐ Environmental
- ☐ Education
- ☐ Economic
- ☐ Cultural Affairs
- ☐ Finance

Participation in the Communities of interest will include continuing to encourage and promote the use of innovative technologies (e.g. open source) for delivering government services, while minimizing unnecessary duplication and data errors in similar information technology systems by collaborating with other agencies to share IT resources.

## SECTION 7: EXPENDITURES

### 7.1 Planned Agency IT Expenditures

**STATE OF MONTANA**

<u>Expense Category</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>
Personal Services	414,120	414,120	426,544	426,544	439,340	439,340
Operating Expenses	375,000	375,000	386,250	386,250	397,838	397,838
Initiatives		180,000	280,000		120,000	
Other expenditures						
<b>Totals</b>	789,120	969,120	1,092,794	812,794	957,178	837,178

## SECTION 8: ENTERPRISE IT INVENTORY

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### 8.1 Inventory Update

*Has the Agency updated their IT Inventory Database as outlined in Section 8 of the instructions? \_\_Yes\_\_*

*Date that Agency last updated their IT Inventory: \_\_03/15/2010\_\_*

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## SECTION 9: ADDITIONAL INFORMATION - OPTIONAL